

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**PHOTOGRAPHER SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job serve as supervisors coordinating and directing the work of subordinate employees. Work is performed under general supervision and requires knowledge of photography, supervisory techniques, and personnel policies and procedures. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper course of action.

There is one classification in this job.

**Position Code Title – Photographer Supervisor-1**

Photographer Supervisor 13

The employee serves as first-line supervisor coordinating and directing the work of subordinates.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Estimates the costs of different photographic methods to determine the most economical method for individual projects.

## **PHOTOGRAPHER SUPERVISOR**

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Furnishes finished photographic work for departmental projects such as surveys, construction projects, training and safety programs, litigation, accident investigations, displays, brochures, maps, charts, engineering studies and research projects.

Directs the developing, printing, and enlarging of photographs and films.

Directs the processing of enlarged aerial photographs and murals for exhibits, displays, and scientific or engineering purposes.

Directs and participates in the more difficult and technical phases of photographic presentation.

Oversees an inventory system for all photographic supplies and materials.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of modern photographic principles, techniques, equipment, and processes.

Thorough knowledge of the principles, methods, and problems involved in the photographic presentation for scientific and publicity purposes.

Thorough knowledge of current techniques and equipment used in making photographs for aerial photo interpretation photogrammetry.

Considerable knowledge of the different types of developing processes.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to provide technical direction to others.

Ability to operate commercial cameras and related equipment.

Ability to advise on technical problems in photography.

Ability to determine the most effective photographic methods for accurate presentation of technical, scientific, and professional subjects.

Ability to maintain inventories of supplies and equipment.

Ability to select subjects for news and feature stories.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to effectively communicate with others.

Ability to maintain favorable public relations.

**Working Conditions**

Some jobs require an employee to work on high structures.

Some jobs require an employee to work under extreme weather conditions and with the environmental conditions of work site.

Some jobs require an employee to work outdoors as well as in an office.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require travel.

**Physical Requirements**

The job duties require an employee to stand for long periods.

The job duties require an employee to traverse rough terrain.

**Education**

Possession of 90 term credits (60 semester hours) in college-level photography or photographic technology courses.

**Experience**

**Photographer Supervisor 13**

Four years of experience performing technical photographic activities for educational, promotional, engineering, or scientific purposes equivalent to a photographer in state service, including either two years of experience as a Photographer P11.

**OR**

One year of experience as a Photographer 12.

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**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
PHOTOSSPV	Photographer Supervisor

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Photographer Supervisor-1	PHOTSPV1	NERE-102

ECP Group 3  
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PAP/VLWT/CAG/VT